

**City of Norman
Animal Shelter Oversight Board**

**Municipal Building
Executive Conference Room
201 West Gray**

**Monday, April 26, 2010
5:30 p.m.**

- I. Call to Order.....Chairperson Mark Howery
- II. Roll Call.....Chairperson Mark Howery
- III. Approval of the March 29, 2010 Minutes.....Chairperson Mark Howery
- IV. Monthly Statistics for March 2010.....Animal Welfare Supervisor John Bowman
- V. Old Business.....Chairperson Mark Howery
 - a. Educating the Community.....Chairperson Mark Howery
- VI. New Business.....Chairperson Mark Howery
- VII. Miscellaneous Discussion.....Chairperson Mark Howery
- VIII. Adjournment.....Chairperson Mark Howery

NORMAN ANIMAL SHELTER OVERSIGHT BOARD

April 26, 2010

The Norman Animal Shelter Oversight Board of the City of Norman, Cleveland County, State of Oklahoma, met in the City Council Study Session Room on the 26th day of April, 2010 at 5:30 p.m. The notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray Street on the 22nd day of April, 2010. The meeting was also posted on the City of Norman website.

I. CALL TO ORDER.

Chairperson Mark Howery called the meeting to order at approximately 5:35 p.m.

II. ROLL CALL.

PRESENT: Board Members – Chairperson Mark Howery, Vice-Chairperson Jennifer Golden, Beverly Fritzler, D.V.M., Joe Carter D.V.M. and Council member Carol Dillingham

ABSENT: Ms. Sandra Rose and Ms. Linda Ellis

OTHERS PRESENT: Ms. Shelley Raney, Norman Police Department
Major Jim Maisano, Norman Police Department
Mr. John Bowman, Animal Welfare Supervisor
Ms. Kim Fairbanks, Citizen

III. APPROVAL OF THE MARCH 29, 2010 MINUTES.

A motion to approve the minutes was made by Council member Carol Dillingham and seconded by Beverly Fritzler, D.V.M. The motion was carried.

IV. MONTHLY STATISTICS FOR MARCH 2010.

Mr. John Bowman, Animal Welfare Supervisor, discussed the statistics for the Norman Animal Welfare Shelter. Mr. Bowman explained the notes that he has added to the statistics regarding animals adopted at off-site events and cases pending. Mr. Bowman explained that due to the cost the animals are not going to be micro chipped until they are adopted.

The number of pet license purchased by citizens in Norman has increased from last year. The Animal Welfare Officers are going to the dog park and selling pet license and writing warnings to those that don't have their pet license in compliance with the City of Norman ordinances.

V. OLD BUSINESS.

The committee discussed the Chameleon software which is being requested in the next fiscal year budget. The new software would allow for mailings to the citizens, it will allow for a website for the animals pictures to be placed on, and has a variety of other functions that will help the Norman Animal Welfare Facility to assist the public in a more efficient way.

The committee discussed the Tevis approach to a new Animal Welfare building. Major Maisano provided a handout of the Feasibility Study which was conducted by Tevis in 2008. The committee agrees that the ideas Tevis outlined are needed for the facility to function more effectively.

Chairperson Mark Howery will meet with Mr. Steve Lewis, City Manager, to discuss having educational meetings with the veterinarians and citizens of Norman to discuss the issues at the Animal Welfare Facility. Chairperson Howery will show the City Manager the items he plans to show at the meeting. Committee members would like for this meeting to be scheduled as a normal monthly meeting and the committee could meet for a few minutes to conduct their business and move to the City Council Chambers to hold the educational meeting. The presentation of the Feasibility Study would be shown to educate the public on the needs of the Animal Welfare Facility and to gather input from those attending the meeting.

VI. NEW BUSINESS.

Major Maisano made recognition to Chairperson Howery regarding CHC and the notable donation they gave to the Norman Animal Welfare Facility for fencing to be placed outside the building so animals could be taken outside by prospective adoptive families.

Norman Animal Welfare Oversight Committee

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VII. MISCELLANEOUS DISCUSSION.

Major Maisano explained to the committee that Mr. Bowman has worked with several rescue groups. These rescue groups come from not only our state, but from several other states. In building these relationships it has helped to find homes for several animals.

VIII. ADJOURNMENT.

A motion to adjourn the meeting was made by Council member Dillingham and seconded by Joe Carter, D.V.M. at approximately 7:25 p.m. The motion was carried.

ATTEST:



Mark Howery, Chairperson

ANIMAL SHELTER DIVISION PRELIMINARY REPORT FORM

May 2010

FY2010

FY2009

OPERATIONAL INFORMATION	This Month	Year To Date	This Month	Year To Date
DOGS:				
Number on hand from last month	62	N/A	60	N/A
Number impounded this month	172	1,747	161	1,835
Owner relinquish		14	184	N/A
In field pickup		3	16	N/A
Picked up dead (new 3/10)	7	21	N/A	N/A
Number redeemed	33	383	44	398
Number adopted to public	34	540	40	482
Number turned to rescue	12	48	N/A	N/A
Number euthanized – Adoptable	17	174	2	2
Number euth. – Non-adoptable	32	415	35	831
Number died for unknown reason	0	57	N/A	N/A
Number Fostered	<u>16</u>	<u>185</u>	<u>7</u>	<u>7</u>
Total now on hand	80*	N/A	N/A	N/A
<i>*1 dog escaped; 2 transported to local vet for owner</i>				
CATS:				
Number on hand from last month	36	N/A	43	N/A
Number impounded this month	89	1008	156	1,115
Owner relinquish		5	74	N/A
In field pickup		0	43	N/A
Picked up dead (new 3/10)	14	41	N/A	N/A
Number redeemed	4*	28	8	35
Number adopted to public	12	203	12	212
Number turned to rescue	3	35	N/A	N/A
Number euthanized - Adoptable	8	78	20	20
Number euth. – Non-adoptable	35	481	96	701
Number died for unknown reason	0	0	N/A	N/A
Number Fostered	<u>12</u>	<u>94</u>	<u>9</u>	<u>9</u>
Total now on hand	34	NA	N/A	N/A
<i>*3 cats released to family member (suicide victim)</i>				
MISCELLANEOUS:				
Domesticated Animals	1 parrot	313	119	1,073
Wildlife	155*	<u>1,252</u>	<u>1</u>	<u>26</u>
TOTAL	156	1,565	120	1,099
<i>*73 from Wildcare</i>				

Notes:

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	FY2010		FY2009	
	This Month	Year To Date	This Month	Year To Date
SAFETY REPORT				
Injuries on the Job	0	11	0	1
City Vehicles Damaged	0	2	0	0
Vehicle Accidents Reviewed	0	1	0	0
a. Employee Responsible	0	1	0	0
b. Employee Not Responsible	0	1	0	0

	This Month	Year To Date	This Month	Year To Date
PET LICENSES SOLD				
Total Licenses Sold (Annual)	148	2,588	101	432
Citations Issued	24	87	0	46
Warnings Issued (new 3/10)	11	31	N/A	N/A

	This Month	Year To Date	This Month	Year To Date
FINANCIAL INFORMATION				
10-1531 Amount-dog redemption	1,501	15,190	2,880	17,165
10-1532 Amount-dog adoption	1,920	31,270	2,400	28,920
10-1531 Amount-cat redemption	25	841	356	1,510
10-1532 Amount-cat adoption	600	11,130	720	12,720
10-1531 Amount-misc. redempt.	0	160	0	732
10-1532 Amount-misc. adoption	0	510	10	420
10-1533 Miscellaneous	805	7,947	485	3,635
TOTAL	4,851	67,048	6,851	65,102
Donations 10-24313	294.00	10,920.61	N/A	N/A

	This Month	Year To Date	This Month	Year To Date
LICENSES – ANIMAL CONTROL SERVICES				
Payback Balance	77,010	N/A	N/A	N/A
22-L432 Liability – pet licenses	752	11,917	992	N/A
TOTAL (New Balance)	76,258	N/A	N/A	N/A

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	FY2010		FY2009	
SPAY/NEUTER PROCEDURES	This Month	Year To Date	This Month	Year To Date
Dogs	45	470	35	210
Cats	<u>10</u>	<u>166</u>	7	<u>96</u>
Total	55	636	42	306

COMMENTS: ANIMAL BITES	This Month	Year To Date	This Month	Year To Date
Dogs	10	52	8	45
Cats	2	15	0	4
Other	0	5	0	0

SUMMARY:

Charges

F-09-1436	McNeal, Michelle Alisa	Cruelty to animals (Horse)	Still pending
F-10-224	Brown, Tabitha Marie	Cruelty to animals (Horse)	Plead 5/10

Current Investigation – Blue Hawk Rescue – Filed Municipal Charges
Filed Injunction 5/24/10

Dog Days of Summer

19 – Microchipos	4 - Feline
44 – Rabies	6 – Kennel Cough
15 – Distemper/Parvo	

Tornado Animals

8 Dogs – 1 dead, 2 returned to owner, 5 left
1 Cat

Second Chance

(Start May 2010)	Month	YTD
Dogs	12	12
Cats	0	0

ANIMAL SHELTER DIVISION PRELIMINARY REPORT FORM

April 2010

FY2010

FY2009

OPERATIONAL INFORMATION	This Month	Year To Date	This Month	Year To Date
DOGS:				
Number on hand from last month	48	N/A	52	N/A
Number impounded this month	185	1,575	164	1,674
Owner relinquish		28	170	N/A
In field pickup		0	13	N/A
Picked up dead (new 3/10)	4	14	N/A	N/A
Number redeemed	36	350	47	354
Number adopted to public*	56	506	36	442
Number turned to rescue	5	36	N/A	N/A
Number euthanized – Adoptable	8	157	0	0
Number euth. – Non-adoptable	42	383	59	796
Number died for unknown reason	0	57	N/A	N/A
Number Fostered	<u>13</u>	<u>169</u>	<u>0</u>	<u>0</u>
Total now on hand	61	N/A	N/A	N/A
CATS:				
Number on hand from last month	33	N/A	33	N/A
Number impounded this month	116	919	100	959
Owner relinquish		4	69	N/A
In field pickup		0	43	N/A
Picked up dead (new 3/10)	8	27	N/A	N/A
Number redeemed	1	24	7	27
Number adopted to public	9	191	12	200
Number turned to rescue	8	32	N/A	N/A
Number euthanized - Adoptable	6	70	0	0
Number euth. – Non-adoptable	48	446	57	605
Number died for unknown reason	0	0	N/A	N/A
Number Foster	<u>4</u>	<u>82</u>	<u>0</u>	<u>0</u>
Total now on hand	36	NA	N/A	N/A
MISCELLANEOUS:				
Domesticated Animals	0	312	114	954
Wildlife	173*	<u>1,097</u>	<u>9</u>	<u>25</u>
TOTAL	173	1,409	123	979

*Misc turned to rescue – 2 iguanas

Notes:

4/9/10 Receipt 5249 missing along with \$60.00 cash – copy of pink ticket turned in to Finance 4/9/10

 Deposit turned in \$60.00 short on 4/9/10

4/30/10 \$10.00 extra collected on receipt 5052 - \$10 added to account 1531

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	FY2010		FY2009	
SAFETY REPORT	This Month	Year To Date	This Month	Year To Date
Injuries on the Job	1	11	0	1
City Vehicles Damaged	0	2	0	0
Vehicle Accidents Reviewed	0	1	0	0
a. Employee Responsible	0	1	0	0
b. Employee Not Responsible	0	1	0	0

	This Month	Year To Date	This Month	Year To Date
PET LICENSES SOLD				
Total Licenses Sold (Annual)	238	2,440	90	331
Citations Issued	10	63	4	46
Warnings Issued (new 3/10)	6	20	N/A	N/A

	This Month	Year To Date	This Month	Year To Date
FINANCIAL INFORMATION				
10-1531 Amount-dog redemption	1,540	13,689	1,827	14,285
10-1532 Amount-dog adoption	3,120	29,350	2,160	26,520
10-1531 Amount-cat redemption	25	816	213	1,154
10-1532 Amount-cat adoption	480	10,530	720	12,000
10-1531 Amount-misc. redempt.	0	160	197	732
10-1532 Amount-misc. adoption	0	510	70	410
10-1533 Miscellaneous	749	7,142	200	3,150
TOTAL	5,914	62,197	5,387	58,251
Donations 10-24313	205.00	10,626.61	N/A	N/A

	This Month	Year To Date	This Month	Year To Date
LICENSES – ANIMAL CONTROL SERVICES				
Payback Balance	78,450	N/A	N/A	N/A
22-L432 Liability – pet licenses	1,440	11,165	N/A	N/A
TOTAL (New Balance)	77,010	N/A	N/A	N/A

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	FY2010		FY2009	
SPAY/NEUTER PROCEDURES	This Month	Year To Date	This Month	Year To Date
Dogs	50	425	N/A	175
Cats	<u>7</u>	<u>156</u>	N/A	<u>89</u>
Total	57	581	N/A	264

COMMENTS: ANIMAL BITES	This Month	Year To Date	This Month	Year To Date
Dogs	7	42	6	37
Cats	3	13	0	4
Other	0	5	0	0

SUMMARY:

Charges:

F-09-1436	McNeal, Michelle Alisa	Cruelty to animals (Horse)	Still pending
F-09-1757	Johnston, Timothy Johnston, Clara	Cruelty to animals (Dogs)	Plead Nolo Cont. 4/10/10
F-10-224	Brown, Tabitha Marie	Cruelty to animals (Horse)	Pending

Current Investigation -- Blue Hawk Rescue